



## CEMETERY AND FUNERAL BUREAU

Information for Candidates



# CEMETERY MANAGER

Written Examination

### Eligibility

Prior to receiving a cemetery manager license or assuming the responsibility of a qualified managing officer of a licensed cemetery in California, each applicant must successfully complete a written examination before assuming the responsibilities of the office.

### Purpose of the examination

The primary purpose of the examination is to assess the candidate's ability to apply California's health and safety laws to cemetery management. Candidates should know these laws and the Cemetery Act as they apply to a licensed cemetery and its employees.

### Description of practice

California Business and Professions Code Section 9605.1(a) states:

*A cemetery manager is a person engaged in or conducting, or holding himself or herself out as engaged in those activities involved in, or incidental to, the maintaining, operating, or improving a cemetery licensed under this chapter, the interring of human remains, and the care, preservation, and embellishment of cemetery property.*

The Bureau has determined that all aspects of cemetery operation are encompassed in the cemetery manager position. In particular, a cemetery manager must possess adequate knowledge of the powers and responsibilities of a private cemetery authority and of its licensed brokers and salespersons.

### Written examination

The cemetery manager examination contains multiple-choice items covering major job responsibilities. Some of these will cover crematory operation and the duties of a crematory manager. These items will be administered to all candidates, regardless of whether the cemetery they will manage is operated in connection with a crematory.

The examination for cemetery manager is developed and maintained by the Department of Consumer Affairs, Office of Examination Resources. Previously qualified managing officers provide technical expertise in the development of the examination.

### Passing score

The passing score is based upon practice criteria and is intended to protect the health, safety, and welfare of the public.

## CEMETERY MANAGER

### What to study

The candidate must be able to perform job duties in the following areas of responsibility:

**CEMETERY OPERATION (35%):** Includes, but is not limited to, certificates of authority to operate a cemetery, crematory operation by a cemetery authority, property ownership, joint tenancy of cemetery property, disposal of the unclaimed dead, care and protection of cemetery properties, abandonment of property, and operation, improvement, and embellishment of cemeteries. Mausoleums and columbariums are considered cemetery property.

**REQUIREMENTS FOR INTERMENT (20%):** Includes, but is not limited to, custody of remains and duty of interment, rights of interment, disinterment and reinterment; disposal, removal, and transportation of remains; requirements for burial or cremation; and effects of cemetery construction on infection control.

**CONVEYANCES OF CEMETERY PROPERTY (15%):** Includes, but is not limited to, plot ownership, transfer of ownership of different types of cemetery property, acquisition and dedication of lands for cemetery purposes, removing a dedication, certificates of ownership, all contracts of sale, liens and leases, and employment or compensation of brokers and licensed and unlicensed salespersons.

**CEMETERY TRUST FUNDS (15%):** Includes, but is not limited to, prearrangement plans, conservatorship, investments, reinvestments, seizure of funds, securities, and taxes pertaining to endowment care funds and special care funds.

**LEGAL OBLIGATIONS (15%):** Includes, but is not limited to, recordkeeping and records pertaining to endowment care funds and special care funds, fund trusteeships, endowment care fund and special care fund reports, records of cremations and interments, and the responsibility of cemetery corporations and managing officers to require lawful practices from subordinates.

### References

Candidates should review practice-related sections of:

- Chapter 19, California Business and Professions Code (§§9600–9789)
- Divisions 7 and 8, California Health and Safety Code (§§7000–9677)
- Title 16, Division 23, California Code of Regulations (§§2300–2390)

Check your local public library or the Bureau website at [www.cfb.ca.gov](http://www.cfb.ca.gov).

### Notification of results

The Bureau will notify you of your examination results by mail within 8 weeks of the scheduled examination date. If results are not received within 9 weeks of the examination date, submit a written request to the Bureau for a duplicate copy of your examination results.

**Examination results will not be released by telephone or in response to a personal visit.**